

How to Change a Quiz to 'Draft' Mode


ProProfs Quiz Maker lets you change the status of your quizzes from published to draft.

When your quiz is in draft mode, you can still make changes, but quiz takers won't be able to view the changes made or take the quiz.

Here is how a quiz appears when it's in draft mode:

Performance Assessment Quiz

12 Questions



This quiz is designed to assess the performance of an employee in the digital marketing domain.

This quiz is in draft mode and is not available yet.

by **ProProfs**
[Create a Quiz](#)

Changing a quiz status to draft mode lets you:

- Make the quiz unavailable when all the participants have taken it.
- Keep the quiz available for future use or reference.

To Change a Quiz Status to 'Draft'

In your ProProfs Quiz Maker dashboard, navigate to a quiz and click "**Draft.**"

The screenshot shows the ProProfs Quiz Maker dashboard. At the top, there is a search bar and a '+ Create a Quiz' button. Below this is a table of quizzes. The 'Performance Assessment Quiz' is highlighted, and its status is 'Draft', which is indicated by a 'Draft' label over the thumbnail. The table columns are Quizzes, Preview, Send, Reports, and Newest to Oldest. The 'Performance Assessment Quiz' has 17 reports and was created on Dec 27.

Quizzes	Preview	Send	Reports	Newest to Oldest
Physics Quiz			8	Dec 29
Performance Assessment Quiz Edit Settings Draft Copy Delete			17	Dec 27

The quiz status will change to draft mode and will appear with a draft label over the thumbnail in the dashboard.

This screenshot is similar to the previous one, but it includes an orange arrow pointing to the 'Draft' label over the 'Performance Assessment Quiz' thumbnail, emphasizing the change in status.

Quizzes	Preview	Send	Reports	Newest to Oldest
Physics Quiz			8	Dec 29
Performance Assessment Quiz			17	Dec 27

That is all about changing a quiz to draft mode.

Related Articles:

[Introduction To The Quiz Editor](#)

[How to Add Feedback to Answers](#)

[How Do Reminders & Compliance Features Work?](#)